

| Job Description   |   |
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| <b>Post:</b>  | HR Business Partner – Policy & Compliance |
| <b>Pay Scale:</b>   | Grade 9-11 scp 34-50                      |
| <b>Responsible to:</b>  | Head of HR                                |
| <b>Main Location:</b>   | STOCCAT Central Office                    |
| Key Purpose   |   |
| <ul style="list-style-type: none"> <li>To develop the Trust's HR policies and procedures, ensuring that they are legally compliant, consistent and aligned with strategic objectives and reflective of the ethos and operational needs of the St Teresa of Calcutta Academy Trust.</li> <li>To act as a subject matter expert on employment law and policy matters</li> <li>To provide advice and guidance on compliance with employment law, HR best practice and statutory obligations, contributing to a culture of excellence and continuous improvement.</li> </ul>  |   |
| Main Duties   |   |
| <ul style="list-style-type: none"> <li>Create, review and update Trust HR policies and procedures in line with legislative changes, sector best practice and Trust values.</li> <li>Review current policies at school level and identify any areas of potential detriment for current and footprint schools' staff with a view to achieving a 'no detriment' Trust position in harmonised Trust wide policies.</li> <li>Monitor and ensure compliance with relevant legislation, national frameworks (e.g. KCSIE, Burgundy Book, Green Book etc.), and best practice.</li> <li>Engage key stakeholders (e.g. Senior Leadership Team (SLT), Headteachers, union representatives, HR team) to gather feedback and build buy in.</li> <li>Lead on and coordinate a tight schedule of formal policy consultation with the recognised trade unions.</li> <li>Develop and maintain a positive, collaborative working relationship with trade union colleagues.</li> <li>Provide briefing/training sessions and toolkits for line managers on applying the new policies.</li> <li>Draft supplementary guidance to support the understanding of key HR policies</li> <li>Promote awareness of legal and policy responsibilities across the Trust.</li> <li>Support equality, diversity and inclusion (EDI) initiatives, ensuring policies promote inclusive practices. Undertake equality impact assessment of policies.</li> <li>Undertake period audits of HR practices across the sector to ensure best practice and recommend improvements.</li> <li>Support the Trust's commitment to safeguarding, safer recruitment and GDPR compliance from an HR perspective.</li> <li>Provide expert advice to senior leaders and HR colleagues on complex policy interpretation and application.</li> <li>Contribute to and undertake strategic HR projects including TUPE, restructuring, pay and grading reviews and change management.</li> <li>To support the activity of the HR team, including but not limited to support for</li> </ul> |   |

- complex employee relations casework when required.
- Such other relevant duties commensurate with the grade of the post as may be assigned to you, in consultation with you.

### **Professional standards and development**

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

### **Continuing professional development and formation**

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process - evaluating and improving your own practice.

### **General Responsibilities**

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

*The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.*

| <b>Person Specification</b>   |                              |                 |
|---|------------------------------|-----------------|
| <b>Key E</b> Essential, <b>R</b> References, <b>I</b> Interview, <b>C</b> Certificate, <b>D</b> Desirable, <b>A</b> Application                                       |                              |                 |
|   | <b>Essential / desirable</b> | <b>Evidence</b> |
| <b>Qualifications</b>   |                              |                 |
| Level 7 CIPD qualification  | E                            | A/C             |
| Chartered membership of the Chartered Institute of Personnel & Development or equivalent  | E                            | A/C             |
| Evidence of continuous professional development   | E                            | A/I             |
| Educated to degree level in Human Resources or equivalent knowledge acquired through experience   | D                            | A/I             |
| <b>Knowledge &amp; Experience</b>   |                              |                 |
| Experience of working at a senior level in an HR environment in a medium/large, complex organisation  | E                            | A/I             |
| Proven experience of drafting, reviewing, and implementing HR policies in a multi-site or regulated environment   |                              |                 |
| Extensive experience of developing and delivering customer focused employment/HR policies working in close partnership with Senior Leaders, managers and trade unions | E                            | A/I             |
| Experience of acting as a change agent, working proactively in a collaborative and supportive way to make organisational change happen                                | E                            | A/I             |
| Experience of advising and coaching managers and colleagues to ensure understanding and adherence to HR policies and procedures                                       | E                            | A/I             |
| Experience of working in HR within the primary and secondary education sector   | D                            | A/I             |
| Up to date knowledge of HR best practice, employment law, current thinking and developments in HR policy and practice.  | E                            | A/I             |
| Experience of working with trade unions   | E                            | A/I             |
| Knowledge of the key national conditions of service and terms and conditions that pertain to employees within schools   | D                            | A/I             |
| Experience in leading short-term HR projects and/or transformation programmes   | D                            | A/I             |
| <b>Technical Skills &amp; Ability</b>   |                              |                 |
| Ability to analyse and interpret policy provisions across multiple schools and local authorities  | E                            | A/I             |

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| Ability to build personal credibility by demonstrating the Trust's values, building trust with stakeholders within the Trust and proactively contributing to organisational success | E | A/I   |
| The ability to work autonomously, leading on HR project work across the Trust   | E | A/I   |
| Proven negotiation and influencing skills   | E | A/I/R |
| High attention to detail and accuracy   | E | A/I/R |
| Ability to work under pressure and to tight deadlines   | E | A/I/R |
| Excellent oral and written communication skills, with an ability to explain complex and contentious information clearly and concisely in a manner appropriate to the audience       | E | A/I/R |
| Strong interpersonal skills with a collaborative working style  | E | A/I   |
| Ability to consult with senior leaders and trade unions effectively   | E | A/I   |
| <b>Special working conditions</b>   |   |       |
| N/A   |   |       |
|   |   |       |
| <b>Personal characteristics</b>   |   |       |
| Flexible and dedicated approach to work   | E | A/I/R |
| Commitment to Safeguarding and protecting the welfare of children and young people  | E | A/I/R |
| Commitment to equality and diversity  | E | A/I   |
| Commitment to good attendance at work   | E | A/I/R |